



TOWN OF MONSON  
110 MAIN STREET SUITE 106  
MONSON, MA 01057

Maryann Wilkinson, MAA, Principal Assessor

(413) 267-4120

## **Attention Personal Property Owners**

### **Did you know?**

All individuals, partnerships, associations, trusts, corporation, LLC's and other legal entities that own or hold personal property must file a FORM of LIST return annually by March 1<sup>st</sup>.

Massachusetts General Law Chapter 59 § 18 details where and to whom property shall be assessed along with Chapter 59 § 29 which explains the responsibilities of the personal property owner in providing a true rendition of all tangible personal property.

Attached is a Form of List to assist you in your filing. Your Form of List should reflect all tangible personal property situated in Monson as of January 1<sup>st</sup>. It is the responsibility of the owner of personal property to complete, sign and return this form by March 1<sup>st</sup> every year. Please feel free to attach a separate listing of personal property that you update each year and return with a signed and dated Form of List annually.

Additionally, when a business closes and all taxable Personal Property has been removed from both the business location and the Town, a final Form of List must be submitted to the Board of Assessors. If a final List is not filed with the Board of Assessors, the owner of record may continue to be taxed for Personal Property.

For more information please see the Frequently Asked Questions on the reverse of this notice. For additional assistance, please contact the Assessors' Office Monday through Friday at 413-267-4120 from 8am to 4pm.

The Board of Assessors appreciates your anticipated attention and cooperation in this matter. If you have any questions or concerns, please do not hesitate to contact our office at 413-267-4120.

Very truly yours,

Maryann Wilkinson, MAA  
Principal Assessor

## **Personal Property Tax Assessment Frequently Asked Questions**

The following frequently asked questions (FAQ) are intended as a quick reference for the general public, taxpayers and assessors. They are not intended to provide definitive answers to particular personal property tax issues which may be very taxpayer and fact specific.

These and other Frequently Asked Questions and answers regarding Personal Property can be found at: <http://www.mass.gov/dor/local-officials/municipal-finance-law/frequently-asked-questions-personal-property.html>

### ***Do cities and towns in Massachusetts assess a personal property tax?***

Yes. The boards of assessors in each city and town assess personal property taxes on all personal property subject to tax situated within their communities as required by Chapter 59 of the Massachusetts General Laws. While personal property is generally taxable, a number of exemptions apply based on specific factors, including entity status of the owner, type of property and use of the property. For example, a "household furnishings" exemption makes individuals' personal effects at their domicile (primary residence) exempt from local personal property taxes. The tax is calculated by multiplying the assessed value of the property by the personal property tax rate of the city or town. Personal property is assessed separately from real estate.


### ***What is considered personal property for local property tax purposes?***

Personal property generally includes tangible items that are not firmly attached to land or buildings and are not specially designed for or of such a size and bulk as to be considered part of the real estate. This includes merchandise, furnishings and effects, machinery, tools, animals and equipment. Such personal property will be taxable unless a specific exemption provision applies.

### ***What personal property is subject to local taxation?***

**All personal property situated in the commonwealth is subject to tax, unless specifically exempt by law.** Property is situated in a particular city or town in the commonwealth if it is present on January 1 with the owner's intention that it remain with some degree of permanence. Property that is frequently moved from place to place or intended for use temporarily at different places is considered situated where the owner is an inhabitant or has a principal place of business (if the property is business personal property). **A primary example of exempt property involves household furnishings and effects. Household personal property at a person's domicile (primary residence) is expressly exempt from personal property tax.** This exemption does not apply to property located at a second home.

### ***What are the reporting requirements for personal property in Massachusetts?***

Generally, the owner of taxable personal property situated in any community must file a return, known as the Form of List or State Tax Form 2 , with the local board of assessors on or before March 1 prior to the fiscal year to which the tax relates, listing the taxable property. For example, for Fiscal Year 2020, beginning July 1, 2019 and concluding June 30, 2020, the return is due March 1, 2019.